Legal Assistants- (SG 28)

Working Title: Appeals Intake Specialists

Positions to be filled- 6

Job Description:

The Bureau of TennCare is seeking Legal Assistants: (Working Title: Intake Specialists) for the Eligibility Appeals Clerk's office. The Clerk's Office will perform administrative functions for the appeals organization such as the scheduling of appeals for hearings, routing of continuance requests and preparation of transcripts for Chancery Court hearings. The Intake Specialists will create electronic records of appeal requests and will arrange for translation services when appropriate. Additional duties include maintaining attorneys' calendars, court calendars and litigation timetables for attorneys. Transcriptions experience a plus.

Qualifications:

- Bachelor's Degree
- Ability to adapt to changing priorities and deadlines
- Ability to maintain accurate records
- Ability to exercise sound judgment
- Ability to foster and maintain cohesive working relationships
- Strong organizational skills necessary, including the ability to prioritize, multi-task and manage workload to meet specific timeframes and deadlines
- Excellent writing and communication skills required

Job Location:

Nashville, Tennessee

***PLEASE NOTE: These positions are Executive Service. If hired as a Legal Assistant (Working Title: Appeals Intake Specialist), the appointment period for these positions may only be up to a max of one (1) year. Also, as an Executive Service appointment, positions will not be considered to be in the preferred service and if conditions arise justifying the termination of employment such as work curtailment or unavailability, sub-standard work performance, poor attendance or conduct, will have no right of appeal and the standards for the application of disciplinary procedures that apply to regularly appointed employees that have preferred status do not apply.

How to Apply: Qualified candidates should send their resumes along with a cover letter to memberservices.jobs@tn.gov.